



# Manager Self Service Job Aid: Adjusting Reported Time / Entering Time On Behalf of Other – Elapsed Time

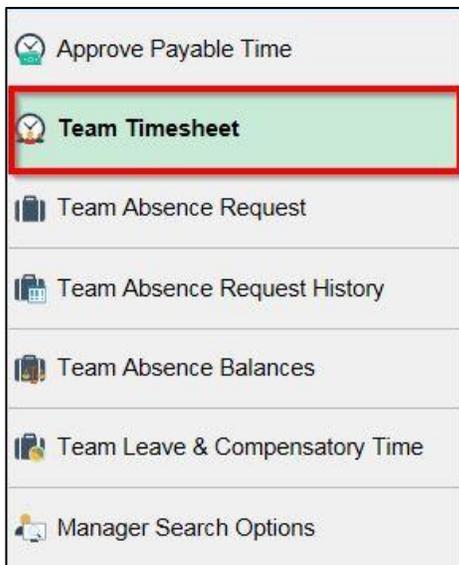


## Adjust Reported Time

1. From the **Manager Self Service Homepage**, select **Team Time**



2. Select **Team Timesheet**





3. Update criteria (if applicable) and click **Get Employees**

Report Time  
Timesheet Summary

▼ Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	123456
Location Code	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>
HR Status	A

Get Employees  
Clear Criteria  
Save Criteria

**NOTE:** Reports to Position Number defaults to your position number and HR Status defaults to A for active employees. HR Status can be changed to X for both active and inactive employees or I for inactive employees only. Enter additional criteria to narrow results further if desired.

4. Click the last name of the employee for which you wish to adjust time

Change View

\*View By: Week  Show Schedule Information

Date: 04/07/2019 Previous Week Next Week

Employees For: [ ] Totals From 04/07/2019 - 04/13/2019

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
[ ]	[ ]	[ ]	0	PAYROLL BEN SPEC-ADV	36.00	0.00	40.00			36.00	0.00



- The system defaults to the current week upon opening the timesheet. Use the **Previous Week** and **Next Week** links or the Calendar icon to locate the appropriate timeframe

**Select Another Timesheet**

\*View By

\*Date

Reported Hours 40.00

[Previous Week](#) [Next Week](#)

[Print Timesheet](#)

- Update quantities and/or add a row to report hours to a different Time Reporting Code. When you have finished making changes, click **Submit**

From Sunday 04/07/2019 to Saturday 04/13/2019

Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Total	Time Reporting Code	Rule Element 1
	6.00	8.00	6.00	8.00	8.00		36.00		

Reported Time Status

Date	Reported Status	Total	TRC	Description	Add Comments
04/08/2019	Submitted	6.00			<input type="text"/>
04/09/2019	Submitted	8.00			<input type="text"/>
04/10/2019	Submitted	6.00			<input type="text"/>
04/11/2019	Submitted	8.00			<input type="text"/>
04/12/2019	Submitted	8.00			<input type="text"/>

- If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.



8. Verify reported hours are correct

Select Another Timesheet

\*View By: Week Previous Week Next Week

\*Date: 04/07/2019 Print Timesheet

Reported Hours: 40.00

From Sunday 04/07/2019 to Saturday 04/13/2019

Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Total	Time Reporting Code	Rule Element 1
	8.00	8.00	8.00	8.00	8.00		40.00		

Submit

Reported Time Status | Summary | Absence | Exceptions | Payable Time

Reported Time Status

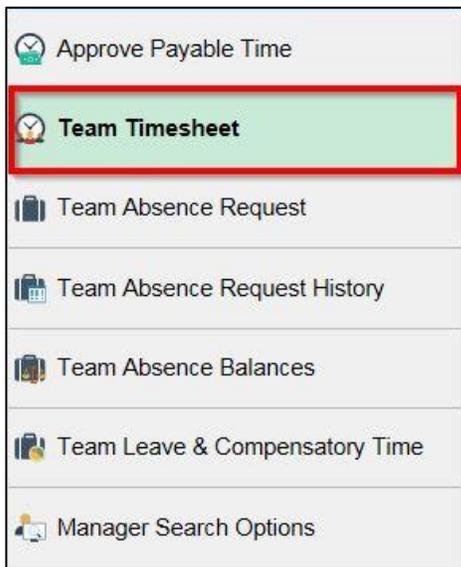
Date	Reported Status	Total	TRC	Description	Add Comments
04/08/2019	Submitted	8.00			
04/09/2019	Submitted	8.00			
04/10/2019	Submitted	8.00			
04/11/2019	Submitted	8.00			
04/12/2019	Submitted	8.00			

**Enter Time on Behalf of Others**

1. From the **Manager Self Service Homepage**, select **Team Time**



2. Select **Team Timesheet**





3. Update criteria (if applicable) and click **Get Employees**

**Report Time**  
**Timesheet Summary**

▼ **Employee Selection**

**Employee Selection Criteria**

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	123456
Location Code	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>
HR Status	A

**NOTE:** Reports to Position Number defaults to your position number and HR Status defaults to A for active employees. HR Status can be changed to X for both active and inactive employees or I for inactive employees only. Enter additional criteria to narrow results further if desired.

4. Click the last name of the employee for which you wish to enter time

Change View

\*View By: Week  Show Schedule Information

Date: 04/07/2019

Employees For: [Bar Chart] Totals From 04/07/2019 - 04/13/2019

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Time Summary | Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
[Red Box]			0	PAYROLL BEN SPEC-ADV	36.00	0.00	40.00			36.00	0.00



- The system defaults to the current week upon opening the timesheet. Use the **Previous Week** and **Next Week** links or the Calendar icon to locate the appropriate timeframe

**Select Another Timesheet**

\*View By: Week [Previous Week](#) [Next Week](#)

\*Date: 04/07/2019

Reported Hours 40.00 [Print Timesheet](#)

- Enter quantities for the selected week. Use decimals to report partial amounts

From Sunday 04/14/2019 to Saturday 04/20/2019

Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20	Total	Time Reporting Code	Rule Element 1		
										+	-
										+	-
										+	-

- Enter time reporting codes for the selected week using the drop-down list. If no selection is made, it will default to *01 REGLR-Regular Hours Worked*

From Sunday 04/14/2019 to Saturday 04/20/2019

Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20	Total	Time Reporting Code	Rule Element 1		
	8	8	8	8	8					+	-
										+	-
										+	-

- If multiple time reporting codes are needed on a specific day, enter quantities and time reporting codes on a separate row

From Sunday 04/14/2019 to Saturday 04/20/2019

Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20	Total	Time Reporting Code	Rule Element 1		
	8	8	8	8	8					+	-
	16		16					91 STAND - Standby Pay Supplement		+	-
										+	-

- When you have finished recording time for the week, click **Submit**

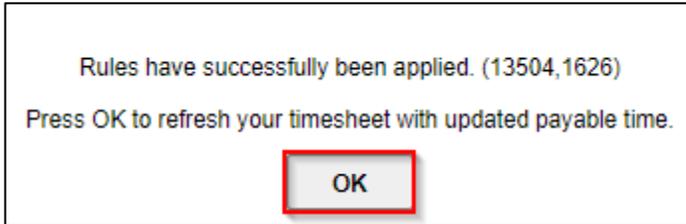
From Sunday 04/14/2019 to Saturday 04/20/2019

Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20	Total	Time Reporting Code	Rule Element 1		
	8.00	8.00	8.00	8.00	8.00		40.00			+	-
	16.00		16.00				32.00	91 STAND - Standby Pay Supplement		+	-

**Submit**



10. If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**



**Additional Resources**

More specific information related to time reporting is in the ESS Elapsed Time Reporting Job Aids:

- [Elapsed Time Reporting](#)
- [Elapsed Time - Task Profiles](#)
- [Elapsed Time - Speed Types](#)

If you have further questions about any of the topics presented in this Job Aid, additional resources are available at [https://dpm.wi.gov/Pages/Managers\\_and\\_Supervisors/HcmJobAids.aspx](https://dpm.wi.gov/Pages/Managers_and_Supervisors/HcmJobAids.aspx).